



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Water Supply – Water Quality Assurance/New Source Approval  
**BRP WS 17** Approval to Site a Source Greater Than 70 Gallons per Minute  
**Instructions and Supporting Materials**

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#### Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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**Permit Fact Sheet**

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**1. What is the purpose of this approval?**

The approval is to continue evaluating the water resource potential of a particular site. The necessary components of a site approval request and the subsequent site exam are described in the Division of Water Supply's *Guidelines and Policies for Public Water Systems* (available at the State House Bookstore). The Drinking Water Regulations, in particular 310 CMR 22.21, govern all aspects of the source development process.

Sites are evaluated and approved or disapproved at this point because there are certain circumstances which would negate the possibility of using the site, thereby avoiding the potentially unnecessary expense associated with the costly next step, the pumping test. For example, the inability to own or control the Zone I; extremely poor water quality; and historical spills or leaks of hazardous materials are all issues that could influence the approval of the site for development.

**2. Who must apply?**

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

**3. What other requirements should be considered when applying for this approval?**

- Request for Determination of Applicability (Form No. 1-33310 CMR 10.99) should be filed with the local conservation commission if work is proposed within 100 feet of a wetland.
- Before applying for this approval, consideration should be given to the ability to own or control the Zone I, how surrounding development and history may influence water quality and how the site lends itself to development logistically.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs 251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020. ***DEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.*** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

**4. What is the application fee?**

The application fee is \$1,580.



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5. What is the Primary Permit Location?

PRIMARY PERMIT LOCATION:

Dep't. of Environmental Protection  
\_\_\_\_\_\* Regional Office  
Water Supply

\*See "DEP Addresses and  
Phone Numbers" page included in this package.

What is the Reserve Copy Location?

RESERVE COPY LOCATION:

Dep't. of Environmental Protection  
Water Supply  
1 Winter Street  
Boston, MA 02108

6. What are the timelines?

As of July 1, 1992 the timelines are:

	AC	T1	T2*
BRP WS 17	30	45	45

\*(A second technical review will only be conducted if necessary).

*There is no public comment review period for this approval.*

7. What is the annual compliance fee?

There is no annual compliance assurance fee for this approval.

8. How long is this approval in effect?

A Site Approval is valid for up to two years. Failure to act in two years will require another request for a site visit and a subsequent site visit.

9. How can I avoid the most common mistakes made in applying for this approval?

- Be sure all check list items are complete.
- Review the Drinking Water Regulations 310 CMR 22.21 and the Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what is evaluated when considering approval of a site.
- Communicate with DEP concerning the materials necessary for an approvable submission.
- Submit fee and *one* copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to this approval?

Where can I get copies?

These regulations include, but are not limited to:

- Drinking Water Regulations, 310 CMR 22.00.
- Timely Action and Fee Provisions, 310 CMR 4.00.
- Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

State House Bookstore  
Room 116  
Boston, MA 02133  
617-727-2834

State House West Bookstore  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376



## Application Completeness Checklist

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- ☐ The DEP Transmittal Form is completed.
- ☐ Questions have been completed on DEP application form BRP WS Application.
- ☐ A signature of the appropriate municipal official has been included.
- ☐ A Massachusetts Registered Professional Engineer or other individual meeting the qualifications of Section 1.0 for the *Guidelines and Policies for Public Water Systems* has prepared the application, signed and stamped it.
- ☐ A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- ☐ The Certification Statement has been signed.
- ☐ If the source will exceed 100,000 gpd, a copy of the MEPA Environmental Notification Form (ENF) is attached (see MEPA regulations 310 CMR 11.00.)

The following items must be included as part of the application package:

- ☐ location and log of exploratory wells (depth, yield, lithology).
- ☐ results of chemical and VOA water analyses.
- ☐ a characterization of land use within the required radius around the well including:
  - A) A map showing:
    - 1) current land uses
    - 2) approved water withdrawals, registered or permitted by Division of Water Supply
    - 3) zoning
    - 4) existing and potential sources of contamination.
  - B) Discussion/evaluation of potential impacts of existing and potential sources of contamination to the new water supply.
  - C) For test wells installed at potential production well sites, the following must also be provided:
    - 1) water quality analysis results.
    - 2) estimate of well yield.
    - 3) well log and as-built construction diagram.
    - 4) preliminary conceptual model of the aquifer, including:
      - a. stratigraphic cross-sections, boundary conditions, etc.
      - b. initial estimate of Zone II or Zone III (see Section 1.3).
    - 5) location and type of potential sources of contamination in the preliminary Zone II.
    - 6) Bylaw Summary Form, Wellhead Protection Questionnaire and copies of all referenced bylaws (See Section 1.6).



## Application Completeness Checklist

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To submit the application package:

- ☐ Checklist items have been completed.
- ☐ Send one or two copies of the application along with *one* page from the DEP Transmittal Form to:

Department of Environmental Protection

\_\_\_\_\_ \* Regional Office

Water Supply

\*See "DEP Addresses and Phone Numbers" for the addresses of DEP Regional Offices.

- ☐ Send fee of \$1,580 the form of check or money order made payable to *Commonwealth of Massachusetts*, along with *one* page from the DEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211



## Massachusetts Department of Environmental Protection

# Addresses and Phone Numbers

DEP Boston  
One Winter Street  
Boston, MA 02108  
Telephone: (617) 292-5500  
Fax: (617) 556-1049  
TDD: (617) 574-6868

William X. Wall Experiment Station  
37 Shattuck Street  
Lawrence, MA 01843  
Fax: (978) 688-0352  
*Division of Environmental Analysis*  
Telephone: (978) 682-5237  
*Air Quality Surveillance*  
Telephone: (978) 975-1138

Office of Watershed  
Management  
627 Main Street  
Worcester, MA 01608  
Telephone: (508) 792-7470  
Fax: (508) 839-3469

Millbury Training Center  
Route 20 Millbury, MA 01527  
Telephone: (508) 368-5600  
Fax: (508) 755-9253  
*Residuals Sludge Management*  
Telephone: (508) 368-5606  
*WWT Operator Certification*  
Telephone: (508) 368-5698

DEP Western Region  
436 Dwight Street  
Suite 402  
Springfield, MA 01103  
Phone: (413) 784-1100  
Fax: (413) 784-1149



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Deerfield  
Easthampton  
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Goshen  
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Monson  
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New Marlborough  
New Salem  
North Adams  
Northampton  
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Savoy  
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Warwick  
Washington  
Wendell  
Westfield  
Westhampton  
West Springfield  
West Stockbridge  
Whately  
Wilbraham  
Williamsburg  
Williamstown  
Windsor  
Worthington

DEP Central Region  
627 Main Street  
Worcester, MA 01608  
Phone: (508) 792-7650  
Fax: (508) 792-7621  
TDD: (508) 767-2788



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Winchendon  
Worcester

DEP Southeast Region  
20 Riverside Drive  
Lakeville, MA 02347  
Phone: (508) 946-2700  
Fax: (508) 947-6557  
TDD: (508) 946-2795



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West Tisbury  
Whitman  
Wrentham  
Yarmouth

DEP Northeast Region  
1 Winter Street  
Boston, MA 02108  
Phone: (617) 654-6500  
Fax: (617) 556-1049  
TDD: (617) 574-6868



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Natick  
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Newburyport  
Newton  
Norfolk  
North Andover  
North Reading  
Norwood  
Peabody

Quincy  
Randolph  
Reading  
Revere  
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Sudbury  
Swampscott  
Tewksbury  
Topsfield

Wakefield  
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Watertown  
Wayland  
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Wenham  
West Newbury  
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Westwood  
Weymouth  
Wilmington  
Winchester  
Winthrop  
Woburn



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Drinking Water Program

# BRP WS Application

For Water Supply Permits or Approvals

Transmittal Number \_\_\_\_\_

Facility ID# (if known) \_\_\_\_\_

## A. Application

**Important:**  
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Is this application for an ☐ Original or a ☐ Resubmittal?

2. Applicant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

3. Consultant:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact \_\_\_\_\_

Telephone \_\_\_\_\_

## B. Permit

Please check which permit or approval you are applying for:

Underground Injection Control

☐ BRP WS 06 Underground Injection Control Registration

Zone II Determination for Existing Sources

☐ BRP WS 07 Approval to Conduct Pump Test for Zone II Delineation

☐ BRP WS 08 Approval of Zone II Delineation

Cross Connection

☐ BRP WS 09 Plan Approval

New Technology

☐ BRP WS 11 Minor New Technology Approval; where no field test required  
☐ Drinking Water Additive  
☐ Cross Connection Device  
☐ Water Vending Machine  
☐ Other(specify): \_\_\_\_\_

☐ BRP WS 12 Major New Technology Approval: where field testing is required

☐ BRP WS 27 New Technology with Third-party Approval

☐ BRP WS 28 Vending Site/Source Prototype

☐ BRP WS 30 Vending Site Approval

☐ BRP WS 31 Vending and POU/POE Devices with Third-party Approval

New Source Approvals <70 gpm

☐ BRP WS 13 Exploratory Phase, Site Examination, Land Use Survey and Approval to Conduct Pumping Test

☐ BRP WS 15 Pumping Test Report Approval and Approval to Construct Source

New Source Approvals >70 gpm

☐ BRP WS 17 Exploratory Phase, Site Examination & Land Use Survey

☐ BRP WS 18 To Conduct Pumping Test

☐ BRP WS 19 Pumping Test Report Approval

☐ BRP WS 20 To Construct Source

Water Treatment Approvals

☐ BRP WS 21 To Conduct Pilot Study

☐ BRP WS 22 Pilot Study Report

☐ BRP WS 23 To Construct Facility <1 mgd

☐ BRP WS 24 To Construct Facility >1 mgd

☐ BRP WS 25 Treatment Facility Modification

☐ BRP WS 29 Water Treatment: Chemical Addition Retrofits of Water Systems > 3,300 people

☐ BRP WS 33 Distribution Modifications < 3,300 people

☐ BRP WS 34 Water Treatment: Chemical Addition Retrofits of Water Systems < 3,300 people

Water Quality Assurance

☐ BRP WS 26 Sale or Acquisition of Land for Water Source

☐ BRP WS 36 Abandonment of Water Source

Distribution System Modifications

☐ BRP WS 32 Systems > 3,300 people

☐ BRP WS 34 Systems < 3,300 people

## C. Certification

"I certify, under penalty of law, that this application and all attachments were prepared under my supervision, in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete."

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Date \_\_\_\_\_